



# Request for Tagging New Equipment

This form must be submitted for all equipment received by the unit or department (without a barcode) valued at \$5,000 or more and all ETF Equipment. Information provided on this form will be used to add the item to the university's inventory. General Accounting will send a barcode tag to affix to the equipment.

Department/Office _____	Date _____
Equipment Liaison _____	Phone _____ Email _____ MSN _____
Equipment Description _____	
Purchasing Information (EP/PCO, Invoice or Receipt) _____ (Please attach copy)	
<i>*Fixed Assets will not send a barcode without proper purchasing information*</i>	
Serial Number _____	Model _____ Manufacturer _____
Cost _____	Use Code _____ Building Location _____ Room _____

## Equipment Use Codes

Department personnel should select the most appropriate code for the primary intended use of the equipment. For more information on Equipment codes please visit <https://fiscal.gmu.edu/equipment-use-codes/>.

101	Instruction
102	Research
103	Public Service
104	Academic Support
105	Student Services
106	Institutional Support
107	Operation and Maintenance of Plant
809	Auxiliaries

For General Accounting Office Use Only
Entered by _____
Date _____

**The form should be submitted to General Accounting by email to [assets@gmu.edu](mailto:assets@gmu.edu) or mail to MSN 4B2. Please contact General Accounting with any questions at ext. 3-4456.**